

SERVICE CENTER COUNCIL HANDBOOK



STANDING RULE 4 – 3

- **1. Handbook**. The Board of Directors shall regularly publish a Handbook outlining the duties, powers, responsibilities and funding of CTA Service Center Councils. That Handbook shall be published pursuant to, and have the force and effect of, this Rule. (Amended August 1982, September 1992, January 2002)
- **2. Rules of Operation**. The Board of Directors shall regularly review the rules of operation for each Service Center Council to ensure their compliance with CTA/NEA Policies and Procedures. (Adopted January 2002)

INTRODUCTION

This handbook for CTA Service Center Councils has been developed to provide a single resource to guide and assist CTA Service Center Councils, and particularly their chairpersons, in conducting the Association activities assigned to the CTA Service Center Councils.

The contents have been adopted by the CTA Board of Directors, as drawn from previous working documents, experiences of active Chairperson, advice and counsel of the CTA Executive Officers, Board of Directors and Staff. The Service Center Chairs Council Committee will continuously review this handbook. (Revised 1/1987, 6/1987, 11/1988, 6/1990, 4/1991, 7/1992, 10/1994, 7/2002, 5/2003, 7/2003, 01/2009, 07/2009, 06/2010, 06/2011, 06/2012, 09/2012, 06/2013, 09/2013, 10/2013, 03/2014, 04/2014, 05/2014, 06/2014, 09/2014, 11/2014, 06/2015, 07/2015, 09/2015, 06/2017, 06/2018, 08/2018, 01/2019, 07/2020, 04/2021, 06/2021, 07/2021, 08/2021, 10/2021, 02/2022, 08/2022, 10/2023, 7/2025)

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I. ROLE AND FUNCTION OF SERVICE CENTER COUNCIL (SCC)

CTA Bylaws Article XI – Service Center Councils

SECTION 1. Definition and Function. The Board of Directors shall establish Standing Rules governing formation and operation of Service Center Councils comprised of chapters which, combined, enroll a minimum of 6,000 members of the Association when practicable. The purpose and functions of these Councils will be as follows:

- a. Coordinate member participation in Association activities for the decentralized delivery of chapter and member services. (Amended January 1998)
- b. Establish statewide channels of communication, respond to requests from State Council committees, and offer information and recommendations to the State Council and Board of Directors following study and discussion of professional issues. (Amended January 1998)
- c. Develop Service Center regional objectives. (Amended January 1998)
- d. Advise the Service Center staff about programs needs and evaluate programs and services. (Amended January 1998)
- e. Provide a foundation for regional political activities and legislative contact programs. (Amended January 1998)
- f. Perform such additional functions as may be set forth in the Standing Rules. (Adopted June 1971, Renumbered October 1979; Amended January 1998)

CTA Standing Rule 4-3: CTA Service Center Councils

- 1. Handbook. The Board of Directors shall regularly publish a Handbook outlining the duties, powers, responsibilities and funding of CTA Service Center Councils. That Handbook shall be published pursuant to, and have the force and effect of, this Rule. (Amended August 1982, September 1992, January 2002)
- 2. Rules of Operation. The Board of Directors shall regularly review the rules of operation for each Service Center Council to ensure their compliance with CTA/NEA Policies and Procedures. (Adopted January 2002)

A. Rules of Operation.

This handbook shall constitute the primary governance document for each SCC. Supplementary Rules of Operation may also be adopted by the SCC, which comply with CTA governance documents and policies. In all other aspects, meetings and elections shall be conducted in accordance with the latest edition of "Roberts Rules of Order."

B. General Purposes.

This handbook is intended to implement the <u>CTA</u> Bylaws with special regard to performance of the following functions by SCCs:

- 1. SCC will conduct four meetings a year prior to each meeting of the State Council of Education, and at such other times as it may desire, consistent with the policies of the Association. It is the responsibility of chapter presidents or their designee and State Council representatives to attend these general meetings prior to each State Council.
- 2. Provide a center for exchange of information and discussion of actions under consideration by the State Council of Education.
- 3. Serve as a forum and hearing body on issues referred through the CTA governance structure, by Council and/or Board action (i.e., CTA Budget Hearings).
- 4. Coordination of membership participation in regional CTA activities, including workshops, multi-district Council seat elections, NEA delegate elections, political activities, including recommendation of legislative candidates and legislative contact programs.

5. Assist in the identification of priorities for and evaluation of regional programs and service needs and refer concerns from chapters to the CTA Governance structure.

C. Non-Governance Status.

Service Center Councils shall not be considered to be part of the policymaking and/or governance structure of the Association. All functions and activities of SCC shall be consistent with the principle of direct chapter representation of the State Council of Education through locally elected State Council representatives. SCCs cannot direct how members vote. SCCs shall not endorse candidates for CTA/NEA office because of their non-governance status.

D. Boundaries.

Geographical boundaries of SCCs shall not split State Council areas. A chapter may petition the Board of Directors for a change in SCC boundaries by sending a letter to the CTA president by January 1st. A copy of the letter shall be sent to each of the chairpersons of the affected Service Centers. The request shall be forwarded to the SCC Chairs Committee which will then study the impact of the proposed change, taking into account factors such as finances, geography and representation, and make its recommendation to the Board of Directors by the last State Council meeting of that year. The recommendation shall be forwarded to the Board of Directors for action.

E. Composition.

SCCs shall consist of the following voting members:

- 1. CTA State Council representatives from the chapters within the geographical boundaries of the SCC and the At-Large State Council representative. The use of alternates is authorized only when such alternates have been authorized to attend and vote at the subsequent State Council meetings.
- 2. Presidents of chapters, including Higher Education, ESP and CTA-AE chapters, within the geographical boundaries. The use of alternates, usually the vice president of the chapter, shall be authorized in exceptional cases where the chapter president is unable to personally attend.
- 3. The elected officers of the SCC are the Chairperson, Vice Chairperson, Secretary and Treasurer. The elections of the SCC officers shall be standardized so that all terms begin June 26th.
- 4. Members of the CTA and NEA Boards of Directors and CTA/ABC Committee members who represent chapters within the geographical boundaries of the Service Center Council.
- 5. Chairpersons of Committees.
- 6. Additional representatives who are active CTA members within geographical boundaries of the SCC, as determined by the SCC within its local Rules of Operation.
- 7. At-Large ABC Committee members shall be *ex-officio* non-voting members except at their home Service Centers.
- 8. The CTA/NEA Retired member of State Council, in each region, shall be an *ex-officio*, non-voting member of either the SCC closest to their place of residence or the SCC where they were active.

F. Funding, Accounting, Resources.

- 1. The CTA Treasurer's Handbook shall be the resource and guide for fiscal questions and activities, when applicable.
- 2. Effective September 1, 2025, the Accounting and Treasury functions for all SCCs will be transferred to CTA, as outlined below.

a. Retention of SCC Autonomy

- Each SCC will continue to develop and adopt its own annual budget.
- SCCs will retain full autonomy over their budgetary decisions and expenditures.
- All expenses will be processed by CTA, subject to approval by the SCC's treasurer and/or chair.

b. Centralized Financial Processing

- SCCs do not need separate bank accounts.
- CTA will process all payments on behalf of SCCs, ensuring consistency and accountability.
- Centralizing financial processing under CTA will reduce the risk of lost or incomplete records and ensure adherence to IRS accountable plan requirements.

c. Reporting and Oversight

- CTA will provide regular Treasurer's Reports (including budget vs. actuals and general ledger detail) to SCC treasurers and chairs, who will report out to their respective steering committees and councils.
- SCCs will maintain transparency by reporting to their steering committees and councils.

d. Legal Compliance

- Centralizing financial operations under CTA will ensure compliance with IRS regulations and reduce administrative burdens on SCCs.
 - SCCs will cease to operate as separate 501(c)(5) nonprofit organizations.
 - Under IRS guidelines, Section 501(c)(5) applies to labor organizations formed to improve members' professional abilities and working conditions through collective bargaining and related activities.
 - O According to CTA Bylaws Article XI, Section 1, the function and structure of SCCs do not align with the IRS definition of a 501(c)(5) labor organization.
- 3. The annual funding for SCCs will be available to the SCC year-round.
- 4. Accounting Procedures for Visiting Officials. Whenever there is a SCC function where the cost of the meal for visiting officials (i.e. leadership from outside the SCC area) are present, the following procedures shall be used:
 - a. The SCC may host the visiting official as the guest of the SCC.
 - b. Alternatively, the visitor may choose to pay the meal costs and seek reimbursement through other channels.
 - c. If neither of the above applies, the SCC Treasurer, using forms provided by the CTA Secretary-Treasurer, shall add the name of the guest. The CTA form is then transmitted to the CTA Governance Office, where a credit to the SCC ledger is processed. (Guest Reimbursement Request, Appendix A, Form 5)
 - d. All meal costs for staff shall be processed through the prescribed staff channels by the Regional Manager.

G. CTA Directors.

CTA Directors whose geographical area includes chapters within a given SCC area shall be involved with the CTA program being delivered by the SCC for each such area.

H. Attendance by CTA Executive Officers.

The three elected CTA Executive Officers (President, Vice President, and Secretary-Treasurer) are encouraged by CTA Board policy to visit each SCC on an annual basis, and are expected to do so not less than every two years. SCC Chairpersons are encouraged to extend an invitation to the officers accompanied with a Calendar of Events.

- 1. Purpose. The purpose of these visits is to give reports and receive input on CTA programs and activities.
- 2. Advance Notice. Wherever possible, each Executive Officer shall give 15 days advance notice to the Chairperson of the SCC that they plan to attend. The notice should include the planned arrival time, departure time, and a request for an appropriate amount of time on the agenda.
- 3. Coordination of Calendars. The Executive Officers are expected to coordinate their calendars with one another. If more than one of them happens to be in attendance at a given SCC meeting, the senior officer present is assumed to be one reporting.

I. Areas of Activity.

Using guidelines adopted by the CTA Board of Directors, the following shall be the CTA mandated minimum areas of activity for the SCCs:

- 1. Meetings. One SCC and one Steering Committee meeting prior to each State Council meeting.
- 2. CTA Budget Hearings. Each SCC shall provide time at 1st and 4th meetings to conduct surveys and hearing.
- 3. Membership Recruitment.
- 4. Workshop and Training Coordination.
- 5. Political Action and Legislative Activities.
- 6. Candidate Interviews and Recommendations.
- 7. Negotiations/Coordinated Bargaining.
- 8. REAC, LGBTQ+ Advocacy Coordinator, Human Rights Advocacy Coordinator, Women's Advocacy Coordinator.
- 9. Instruction and Professional Development Activities.
- 10. Service Center Council Awards. A committee shall screen applicants, select recipients and arrange for presentations of awards. Detailed information is provided in the CTA Awards Handbook. (CTA Award Schedule, Appendix B)
- 11. Delegate Orientation for the NEA Representative Assembly.
- 12. Other Committees. Other committees, as deemed necessary and pertinent by action of SCC or its Steering Committee should be formed.
- 13. Discretionary. Traditional areas for expenditures of funds at the discretion of each SCC may include: meals, mileage for participants, overnight housing, caregiver-related expense reimbursement for members attending meetings, miscellaneous officers' expenses, hospitality at Leadership Conferences, guest speaker honoraria and release time when needed for SCC leadership. SCC and Steering Committee meetings other than those in subsection I.1 of this section are considered discretionary. SCC funds provided by CTA shall not be used to support, subsidize, or participate in the activities of any CTA governance affiliate or caucus, except CTA/NEA-Retired and then only with prior approval of the SCC.

- 14. Additional Funds. Each SCC may generate its own additional funds for its own business matters where appropriate.
- 15. SCCs are encouraged to support and mentor local CTA Aspiring Educators (CTA-AE).

J. Staff Liaison.

The CTA Executive Director shall designate staff as appropriate and necessary to provide assistance with the program functions delivered by the SCC.

These staff assignments are to be coordinated by the Assistant Executive Directors/Regional Managers. If there are staff problems/concerns that cannot be resolved at the Assistant Executive Directors/Regional Managers level, the Service Center Chairperson shall address the problems/concerns to the CTA President in a timely fashion in writing. The communication should include, but not be limited to:

- A description of the problem,
- Actions taken,
- The status of the problem at the time of the notice to the CTA President.

The CTA President will confer with the Executive Director on behalf of the Service Center Chairperson who will consult with staff and other appropriate person(s) as deemed necessary.

II. ROLE AND FUNCTION OF STEERING COMMITTEE

A. Composition.

Each SCC Steering Committee shall be composed of elected officers, the State Council At-Large Representative, and any others designated by the Rules of Operation for that SCC. SCCs with ESP and CTA Aspiring Educators chapters are encouraged to have a member from each on the Steering Committee. The SCC Chairperson shall chair the Steering Committee.

Members of the CTA Board of Directors serving one or more chapters of a SCC shall be *exofficio* voting members of the Steering Committee for each such SCC in their geographical area. Members of the NEA Board of Directors (Seats 1-15) and

CTA/ABC Committee, including Higher Ed and At-Large members, serving one or more chapters of a SCC shall be *ex-officio* voting members of their home Service Center and Service Center Steering Committee for each such SCC, but need not be counted in determining the existence of a quorum.

B. Responsibility.

The Steering committee shall coordinate the program of the SCC, including the following:

- 1. Propose the annual SCC budget for adoption by SCC.
- 2. Develop the yearly calendar of activities for the SCC.
- 3. Prepare the agenda for SCC meetings.
- 4. Review and compare the budget to the actual report before it is presented to the SCC.
- 5. Assist the Chairperson in carrying out the mandated Areas of Activity.
- 6. Coordinate reports on training and activities regarding minority issues.

III. ROLES AND RESPONSIBILITIES OF THE SCC CHAIRS, OFFICERS AND COMMITTEES

The elected officers of the Service Center Council are the chair, vice chair, secretary and treasurer. Elected Service Center officers shall be active members of the Association currently employed by a public education institution.

A. The SCC Chairperson shall:

- 1. Be responsible for communication and coordination of SCC involvement in CTA programs and activities.
- 2. Chair meetings of the SCC Steering Committee.
- 3. Liaison with State Council representatives and chapter presidents.
- 4. Encourage active participation of local chapters by communicating regularly with local chapter presidents, State Council representatives and CTA Board members within the geographical boundary.
- 5. Extend an invitation to the CTA Executive Officers to visit the SCC accompanied with a calendar of events.
- 6. Attend Regional Leadership Conference and Presidents Conference (including Equity Training).
- 7. Coordinate the SCC's correspondence, announcements and event arrangements with assigned CTA Staff Consultant(s).
- 8. Appoint committee chairperson and members and submit for approval to the appropriate body as designated by the local Rules of Operation. The SCC Chair is an *ex-officio* member of all committees and the SCC Equity Team.
- 9. Work with committee(s) to carry out CTA-mandated programs.
- 10. Shall be familiar with the following to assist in elections:
 - a. Local SCC Rules of Operation
 - b. CTA Elections Manual
 - c. CTA Organizational Handbook
 - d. Representation Report

B. The Vice-Chair shall:

- 1. Serve as assistant to the Chairperson in all duties of the Chairperson;
- 2. Assume the duties of the Chairperson in the absence of the Chairperson;
- 3. Attend meetings in place of the Chairperson wherever necessary and appropriate.

C. The Secretary shall:

- 1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Service Center Council;
- 2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Service Center Council;
- 3. Keep an accurate roster of the membership of the SCC and of all committees; and
- 4. Carry on the correspondence pertaining to the affairs of the SCC as directed by the Chairperson.

D. The Treasurer shall:

- 1. Submit the annual budget to CTA prior to the start of the fiscal year, as adopted by the SCC, along with a copy of the approved Standing Rules, if amended;
- 2. Approve and forward payment requests to CTA with the proper coding of expenses (Note: the Chair will need to approve reimbursements to the Treasurer);

- 3. Shall meet at least quarterly with SCC Chairperson to review financial records and accounts;
- 4. Present the budget and actual report at each regular meeting of the Steering Committee and the Service Center Council;
- 5. Be responsible for submitting membership reports to CTA and NEA; and
- 6. Shall be responsible for submitting SCC credit card receipts, along with the proper expense coding, to CTA for processing. Debit card use by Service Center Councils is prohibited. CTA may provide SCC with a credit card for use in SCC business.
- E. Any SCC officer who fails to carry out their respective duties as listed in Article III, Sections A-D can be removed by a unanimous vote of the remaining SCC officers and CTA Board of Directors serving on the Steering Committee. Such action will only be taken after a thorough investigation and reasonable attempts to remedy the problem. The removed officer can appeal this action to the entire Steering Committee. The Steering Committee action can be appealed to the CTA Board of Directors.
- **F.** A SCC officer shall be removed from financial authority and responsibilities (including approving expenses, credit card) upon confirmation of a misappropriate use of funds occurring in any leadership role. Said officer shall resign from office.
- G. A vacancy shall exist in the case of death, resignation, or inability to serve on the committee. If there is a vacancy occurring in the office of the Chair, the Vice-Chair shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held at the next regularly scheduled Service Center Council meeting to elect successors to fill the unexpired terms. (CTA Bylaws, Article VI, section 5)

IV. CTA SERVICE CENTER COUNCIL CHAIRS COMMITTEE

- **A.** Meeting dates and places of this committee are determined by the CTA Board of Directors.
- **B.** All SCC Chairs are expected to attend State Council Committee meetings.
- C. Those chairpersons who are not members of State Council should usually choose the Council Committee with the least representation from their particular SCC area.
- **D.** SCC Chairs are expected to attend the general sessions of the State Council.
- **E.** Directorial District Sunday Breakfast Caucuses at State Council are chaired by the CTA Board Member and should also be attended by the SCC Chairperson(s).
- **F.** The Committee Chairperson, Vice Chairperson, and the Recording Secretary are elected by the SCC Chairs Committee at the last State Council meeting for each year. Duties of these officials are as follows:
 - 1. Functions of the Chairperson include:
 - a. Preside over all meetings of the SCC Chairs Committee.
 - b. Serve as liaison with the CTA Executive Officers, Board of Directors, State Council Committee and appropriate staff.
 - c. Ensure availability of appropriate Committee materials for each meeting.
 - 2. Duties of the Vice Chairperson include:
 - a. Preside over meetings of the SCC Chairs Committee in the absence of the Chairperson.
 - b. Attend meetings in place of the Chairperson wherever necessary and appropriate.

- 3. Duties of the Recording Secretary include:
 - a. Keep accurate records of the proceedings of all meetings.
 - b. Forward a draft of such minutes to appropriate staff in a timely manner.
- G. A vacancy shall exist in the case of death, resignation, or inability to serve on the committee. If there is a vacancy occurring in the office of the Chair, the Vice-Chair shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms. (CTA Bylaws, Article VI, section 5)

V. ELECTIONS

- **A.** Please check the current CTA Elections Manual for most up-to-date elections procedures.
- **B.** Elections Committee.
 - 1. An Elections Committee consisting of a minimum of three members should be appointed.
 - 2. The Elections Committee shall be appointed and functioning by the second State Council meeting of the year.
 - 3. Committee members may vary with the election in question.
- **C.** The CTA Election Committee will conduct the following elections:
 - 1. NEA State Delegate seats, which shall be considered "At-Large" unless otherwise allocated;
 - 2. Multiple Chapter State Council Representative and Alternates;
 - 3. Service Center Council At-Large Representatives and Alternates.

The Service Center Council Elections Committee shall be responsible for conducting internal Service Center Council Steering Committee and Officer elections.

D. Statewide CTA/NEA Elections.

- 1. A list of SCC meeting dates and names and addresses of SCC Chairs shall be provided by the Governance Department to each candidate who files a declaration of candidacy for statewide office. It shall be the responsibility of the candidate to contact the SCC Chair to request time on the SCC meeting agenda the day before the meeting.
- 2. In an election year, each SCC will provide time for campaign speeches when requested. The order of the campaign speeches shall be determined by using the CTA alphabet and the candidates' last names. Each candidate or designee will be allowed five (5) minutes for a speech. The agenda shall also include a question-and-answer period after all speeches, not to exceed ten (10) minutes. For the purposes of this section, "statewide officers" are:
 - a) CTA President
 - b) CTA Vice President
 - c) CTA Secretary-Treasurer
 - d) CTA Director
 - e) CTA/ABC Committee Member
 - f) CTA/NEA Coordinating Director
 - g) NEA Director
 - h) NEA Alternate Director

3. Any visit by a candidate to an SCC for the purpose of campaigning shall be reported as a campaign expense.

E. State Council At-Large Elections.

Candidates shall be given an opportunity to address the members of the SCC at a business meeting prior to conducting the election. Special elections are exempt.

VI. STATE COUNCIL AT-LARGE

The State Council At-Large is responsible for active participation in the Service Center, CTA programs and activities, including:

- **A.** Participate and attend scheduled Steering Committee and Service Center meetings.
- **B.** Report at each Steering and SCC meeting.
- **C.** Present information pertaining to Black, Indigenous and People of Color (BIPOC) members.
- **D.** Attend conferences that will enhance their knowledge of BIPOC members issues.
- **E.** Assist SCC in recruitment of BIPOC members to fully participate at the Service Center level, CTA, and National Education Association Representative Assembly through a variety of activities such as but not limited to reception and trainings.
- **F.** Develop a system for cultivating, building and sustaining relationships with local chapter leaders and community-based organizations whose focus is on BIPOC issues.

VII. SERVICE CENTER COUNCIL EQUITY TEAM

- A. The SCC Equity Team is composed of the SCC Human Rights Advocacy Coordinator, the SCC Women's Advocacy Coordinator, SCC LGBTQ+ Advocacy Coordinator and the State Council At-Large and others as described in the SCC Rules of Operations. (SCC Equity Team Job Descriptions, Appendix C). The Equity Team shall develop a SCC Equity Action Plan. The State Council At-Large shall be the Chair of the Equity Team.
- **B.** The SCC At-Large member will recommend appointments for the Equity Team positions (Human Rights Advocacy Coordinator, Women's Advocacy Coordinator, LGBTQ+ Advocacy Coordinator) to the SCC Steering Committee, once a quorum is met. All appointments will commence on the first day of the Equity Team Planning Meeting. When there is a vacancy, the At-Large Member will appoint an active member within the SCC to serve in the interim. All interim positions should be considered recommendations, which must be approved by vote during the next Steering Committee meeting that immediately follows the interim appointment.
- **C.** The Equity Team shall be funded to attend the Equity Team Training for the Service Center Council Equity Teams.
- **D.** The Equity Team shall be funded to attend the CTA Equity and Human Rights Conference Equity Team Breakfast. Service Centers will incur the cost of travel, transportation, lodging, meals not provided and other incidentals. CTA shall waive the conference registration fee for members of the Equity Team.

VIII. SERVICE CENTER COUNCIL RACIAL EQUITY AFFAIRS COMMITTEE (REAC; FORMERLY EMAC)

E. Composition.

All of CTA's recognized Black, Indigenous and People of Color (BIPOC) caucus groups shall be represented. The recognized caucuses are:

- 1. African American
- 2. American Indian/Alaska Native
- 3. Hispanic
- 4. Pacific Asian American

The State Council At-Large Representative shall have a seat on the committee and represent the committee on the SCC Equity Team. Service Center Chairs shall appoint in consultation with the SCC At-Large Representative, CTA geographical Director(s) and CTA At-Large Director(s) a minimum of four emerging leaders/members to REAC.

F. Purpose.

The purpose of the Committee is to work toward an Association that is ethnically balanced, all inclusive, and involves and empowers equity-minded members. The work of the committee shall include:

- 1. Monitoring BIPOC member representation within the Service Centers and its locals;
- 2. Providing additional BIPOC member input on Service Center programs and activities;
- 3. Making specific recommendations to the SCC for continuing BIPOC member input and involvement at each level of the Associations;
- 4. Promoting the needs of the Council's diverse student population;
- 5. Developing activities that will assist in the recruitment and retention of BIPOC member teachers;
- 6. Assessing the needs of BIPOC teachers using a variety of approaches in order to identify issues;
- 7. Identifying community-based organizations that work on issues related to BIPOC;
- 8. Promoting BIPOC member involvement in local chapters;
- 9. Promoting BIPOC member attendance at CTA/NEA conferences and trainings;
- 10. Monitoring and promoting BIPOC member participation at the NEA Representative Assembly as well as at the local and State Council levels;
- 11. Promoting BIPOC member involvement in political activities;
- 12. Any other work that promotes a more inclusive and diverse CTA.

G. Chairperson.

In appointing chairs of REAC, the SCC Chair is encouraged to follow the BIPOC rotation used by the CTA REAC Committee.

H. Meetings.

Meetings shall be held prior to SCC meetings.

I. Committee Rules of Operation.

The Committee shall operate under the rules of consensus to reach agreement on all business of the committee. REAC shall follow the Service Center Rules of Operation for committees.

J. Funding.

- Service Centers shall fund the REAC Co-Chairs to the CTA Equity and Human Rights Conference.
- Service Centers shall fund the REAC Co-Chairs to attend the Organizational Meeting of the State REAC and SCC Equity Team.

IX. SERVICE CENTER SUPPORT – CTA-AE

SCCs are encouraged to support and mentor local CTA Aspiring Educators (CTA-AE). Support may include sending CTA-AE members to CTA conferences (Regional, Good Teaching, Equity and Human Rights). SCC funds shall not be used to provide funding for NEA conferences or out-of-state conferences.

APPENDIX A

Sample of Service Center Council Financial Forms

SCC Form #1 Annual Budget

SCC Form #5 Guest Reimbursement Request

Sample Proof of Tax Filings: 990-N and 199-N e-Postcards

https://www.cta.org/leader-resources/forms-center

[add Name of Service Center Council here]

ANNUAL BUDGET FOR THE FISCAL YEAR ENDING AUGUST 31, 2026

NEW		
BUDGET		ANNUAL
CODE	_	BUDGET
	PROGRAM EXPENSES	
78100	STEERING COMMITTEE	0
78120	COUNCIL MEETINGS	0
78140	CHAIRPERSON'S EXPENSES	0
78160	EXECUTIVE COMMITTEE	0
	TOTAL OFFICERS, STEERING COMMITTEE, & COUNCIL EXPENSES	0
78305	CANDIDATE ASSESSMENT/ENDRSMT	0
78310	POLITICAL LEGISLATIVE TRAINING	0
78320	LEGISLATIVE LIAISON/LOBBYING	0
78325	SCHOOL BOARD EVENTS	0
78335	SUMMER INST-POLITICAL ACTION	0
	TOTAL POLITICAL AND LEGISLATIVE EXPENSES	0
78403	AWARDS COMMITTEE	0
78412	BARGAINING COMMITTEE	0
78420	HUMAN RIGHTS COMMITTEE	0
78425	INSTRUCTIONAL & PROF DEV COMM	0
78440	PRESIDENTS CONF COMMITTEE	0
78450	RACIAL EQUITY AFFAIRS COMM	0
78455	RETIREMENT COMMITTEE	0
78460	MEMBERSHIP COMMITEE	0
78470	EQUITY TEAM	0
78490	OTHER COMMITTEE EXPENSES	0
	TOTAL COMMITTEE EXPENSES	0
78510	BARGAINING ORG GRIEVANCE TRNG	0
78520	EQUITY & HUMAN RIGHTS CONF	0
78530	LGBTQ+ ISSUES CONFERENCE	0
78540	GOOD TEACHING CONFERENCE	0
78550	ISSUES CONFERENCE	0
78560	MEMBERSHIP WORKSHOPS	0
78570	NEA - RA	0
78575	NEA LEADERSHIP SUMMIT	0
78580	PRESIDENTS CONFERENCE	0
78590	REGIONAL CONFERENCE	0
78600	SCC LEADERSHIP CONFERENCE	0
78610	SUMMER INSTITUTE	0
78620	TRAINING & LEADERSHIP DEVELOPM	0
78625	LOCAL PRES RECEPTION/FORUM	0
78630	MEMB RECOGNITION EVENTS/MIXER	0

[add Name of Service Center Council here]

ANNUAL BUDGET FOR THE FISCAL YEAR ENDING AUGUST 31, 2026

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CALIFORNIA TEACHERS ASSOCIATION 1705 Murchison Drive • P.O. Box 921 • Burlingame, CA 94010 • (650) 697-1400

SERVICE CENTER COUNCIL GUEST REIMBURSEMENT REQUEST

CTA Accounting Office				
	_			
(Name of Service Center Council)				
(Date of Meeting) , the following guests other than or function were provided a direction were provided as direction.		embers attended a Service	e Center Counc	
(Signature of SCC Officer)		(Title)		
Print Name of CTA Elected Leader or Other Official	Title	Remarks	Cost	
Approved for Payment:		т.	otal	
CTA Governance Of		Total Date		
Print Name of CTA Employee	Title	Remarks	Cost	
Approved for Payment:Regional Manage	er	Ti Date	otal	
Print Name of ABC Elected Leader or Other Official	Title	Remarks	Cost	
Approved for Payment:Governmental Relations		Ti	otal	
		Grand T	otal	
(Rev. 7/21)	ge 1 of 2	Stand I		

Union 2 Labor The SCC Guest Reimbursement form is designed to reimburse the Service Center Council for the cost of dinners the SCC provided to CTA staff and/or leadership.

Listed below are the general instructions for completing the SCC Guest Reimbursement form.

- 1. List Name of Service Center Council.
- 2. Date of Meeting.
- 3. Signature of the Chairperson or Treasurer.
- Print Names, Titles, Individual Dinner Costs and Total Dinner Costs of the CTA Elected Leadership who attended the SCC meeting. These dinner costs are to be approved by the Governance Manager.
- Print Names, Titles, Individual Dinner Costs and Total Dinner Costs of the Regional Staff who attended the SCC meeting. These dinner costs are to be approved by the Regional Manager.
- Print Names, Titles, Individual Dinner Costs and Total Dinner Costs for the ABC Elected Leadership who attended the SCC meeting. These dinner costs are to be approved by the Governmental Relations Manager.
- 7. Sum the three departmental costs and include that total as the "Grand Total".
- 8. Send the completed form to CTA Accounting office. Reimbursement will be processed after CTA Accounting office obtains necessary approvals.

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- 7. Sum the three departmental costs and include that total as the "Grand Total".
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APPENDIX B

CTA Awards Schedule

CTA AWARDS SCHEDULE

AWARD	APPROXIMATE DUE DATE
Communications Awards	Mid-September
State Gold Award	December
Ted Bass Teacher-In-Politics	December / January
Joyce Fadem Chapter-In-Politics	December / January
Human Rights Awards	December / January
John Swett Awards	February / March
State WHO Awards	April / May

Check the CTA Organizational Handbook for descriptions of the awards.

These due dates are only approximations. Refer to the announcement letters for the actual deadlines.

APPENDIX C

SCC Equity Team Job Descriptions

SCC Human Rights Advocacy Coordinator

SCC Women's Advocacy Coordinator

SCC LGBTQ+ Advocacy Coordinator

State Council At-Large

California Teachers Association **Human Rights Advocacy Coordinator**Job Description

Responsibilities may include:

- Participate on the Chapter Representative/Executive Council.
- Monitor implementation of Chapter human rights goals and objectives.
- Participate in Association training programs in human rights areas.
- Encourage members to participate in the LGBTQ+ Guy DeRosa Safety in Schools Grant and Scholarship Program, CTA Scholarship Program, Martin Luther King, Jr. Memorial Scholarship Fund, and the César Chávez Memorial Education Awards Program through support of the Institute for Teaching.
- ➤ Raise the awareness of the Association to human and civil rights issues as well as community outreach issues.
- Offer leadership in the development of human rights programs in the Association and in the educational profession.
- Monitor the involvement and participation of a broad segment of the membership (including minorities) in the policy-making process and in all practical operations at all levels of the Association.
- Identify and analyze human rights problem areas within the schools and community.
- Provide ongoing and continuous multicultural training for staff, Association leaders and members.
- Work to include language in the local contract protecting civil and professional rights.

California Teachers Association Women's Advocacy Coordinator Job Description

Responsibilities may include:

- Participate on the Chapter Representative/Executive Council.
- Monitor implementation of Chapter women's affairs goals and objectives.
- Participate in Association training programs in areas of women's issues.
- Encourage members to participate in the LGBTQ+ Guy DeRosa Safety in Schools Grant and Scholarship Program, CTA Scholarship Program, Martin Luther King, Jr. Memorial Scholarship Fund and the César Chávez Memorial Education Awards Program through support of the Institute for Teaching.
- Raise the awareness of the Association in respect to women's and community outreach issues.
- Offer leadership in the development of women's issues programs in the Association and in the educational profession.
- Monitor the involvement and participation of a broad segment of the membership (including minorities) in the policy-making process and in all practical operations at all levels of the Association.
- ➤ Identify, analyze, and provide resources as they relate to women's issues within the schools, chapter and community.
- Provide ongoing and continuous multicultural training for staff, Association leaders and members that address women's issues.
- Work to include language in the local contract protecting civil and professional rights as they pertain to women's issues.

California Teachers Association **LGBTQ+ Advocacy Coordinator**Job Description

Responsibilities may include:

- Monitor implementation of Federal and California laws, CTA, Chapter and Service Center goals and objectives as it applies to gay, lesbian, bisexual, and transgender students and members.
- Participate in the Chapter Executive Board or Service Center Council.
- > Participate in Association Human Rights and LGBTQ+ training programs.
- Encourage members to participate in the CTA Guy DeRosa LGBTQ+ Grant and Scholarship Program, Martin Luther King, Jr. Memorial Scholarship Fund, César Chávez Memorial Education Awards Program and the CTA Human Rights Awards.
- Raise the awareness of the Association to issues and concerns affecting LGBTQ+ members and youth.
- Offer leadership in the development of LGBTQ+ programs in the Association and in school districts.
- Monitor and encourage the involvement and participation of LGBTQ+ members in the policy-making process and in all practical operations at all levels of the Association.
- ➤ Identify and analyze LGBTQ+ concerns within the schools and community and report these concerns to the Association.
- Participate in professional development committees within CTA and in school districts to provide ongoing and continuous opportunities for LGBTQ+ and Unconscious Bias training for staff, Association leaders and members.
- Work to include language in the local bargaining contracts, protecting civil and professional rights of LGBTQ+ members.
- Provide perspectives of LGBTQ+ youth considerations in "Student First" conversations.

California Teachers Association At-Large Job Description

Responsibilities include:

The State Council At-Large is responsible for active participation in the Service Center, CTA programs and activities, including:

- Participate and attend scheduled Steering Committee and Service Center meetings.
- Report at each Steering and SCC meeting.
- Present information pertaining to Black, Indigenous and People of Color (BIPOC) members.
- Attend conferences that will enhance their knowledge of BIPOC members' issues.
- Assist SCC in recruitment of BIPOC members to fully participate at the Service Center level, CTA, and National Education Association Representative Assembly through a variety of activities such as but not limited to receptions and trainings.
- Develop a system for cultivating, building and sustaining relationships with local chapter leaders and community-based organizations whose focus is on BIPOC issues.

APPENDIX D

SCC Equity Team Funding

Equity Team Planning (President's Conference)

CTA will:

- Reimburse lodging (one night ONLY) at double occupancy rate (if assistance with a roommate is needed, contact the Human Rights Department Associate Staff)
- Provide Day one lunch; Day two breakfast and boxed lunch

Service Center Council will cover:

- Travel expenses
- Meals: Day one dinner
- Incidentals as per the Member Expense Statement (MES)
- Can choose to provide a single room by covering the other half of the room

Equity & Human Rights Conference

CTA will:

- Waive registration fee
- Provide breakfast on Saturday during Equity Team Meeting

SCC will be responsible for:

- Travel / Transportation
- Lodging
- Any meals not provided
- Incidentals

CTA HEADQUARTERS

1705 MURCHISON DR. BURLINGAME, CA 94010

